

OGC Has Reviewed

3 September 1954

MEMORANDUM FOR: Office of Training

ATTENTION : [REDACTED] 25X1A9A

FROM : Office of General Counsel

SUBJECT : Use of Copyrighted Material

1. We are informed by your office that you have occasion to prepare instructional material from time to time and would like to include therein excerpts from copyrighted publications. We have previously advised you that it is necessary to obtain permission from the copyright holder. This procedure has been followed but it seemed desirable to investigate the matter further to see if some sort of blanket permission could be obtained from certain of the leading publishing houses. Consequently, while in New York last Tuesday, I discussed this matter at some length with the President of McGraw Hill Book Company who has had wide experience in dealing with the Armed Services on this subject and is Chairman of a publishing industry committee dealing with this problem.

2. The publishing industry does insist that government departments secure permission in each case where copyrighted material is to be copied. They are unwilling to grant any sort of blanket permission since in some cases their agreement with the author does not allow them to grant the authorization desired by the government. However, the Armed Services and certain other government departments have developed form letters for use in requesting permission from publishers.

3. There is attached hereto a suggested form letter to be sent to publishers when the Office of Training desires to include copyrighted material in its issuances. This form has been prepared by us upon the basis of information provided by your office. It is believed that in most cases permission will be granted without payment of any fee. We would appreciate it if you will advise us as to your experience in the use of this form and suggest any changes which may appear desirable on the basis of your use.

[REDACTED] 25X1A9A
Assistant General Counsel

Attachment

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Orig & 1 - Addressee
1 - OGC 349 [REDACTED] 25X1A9A
1 - Chrono.

(Name of Company)
(Address)

(Date)

Dear Sirs:

RELEASE

This Agency is engaged in the preparation of a (pamphlet, book, monograph, etc.) for instructional use within the Agency which will carry the title _____.

This work will be prepared, assembled and issued within the Agency using the following technical process (mimeograph, multilith, etc.) _____.

It is anticipated that approximately _____ copies of this work will be produced. All copies will be marked "OFFICIAL USE ONLY" and none will be offered for sale.

Permission is requested to include in the above-identified work the following material, to wit:

(Here insert specific information with respect to
the pages and lines of the textual matter or
illustrations to be released.)

of the work entitled _____

_____, published by your
company and written by _____.

It will be appreciated if you will indicate below, on one copy of this letter, whether the above-identified material, with an appropriate credit line, may be used in the above work. A self-addressed envelope is enclosed for your convenience.

(Signature of Requesting Officer)

(Title)

Publisher's Permission:

(Address)

The above requested RELEASE is hereby granted, royalty free.*

DATE: _____

(Name of copyright owner or authorized agent)

BY _____

(Title)

* In the event there is a charge or any special condition attached to
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please give details in covering letter.